

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, November 5, 2013 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay and Marsik.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Leann Schultz, Insurance and Benefits Coordinator; Brian Field, Highway Commissioner; Russell Freber, Director of Physical Facilities; Susan Mueller, IT Trainer/Social Media Coordinator; Bernadette Mueller, Child Support Director; Angela Zilliox, Human Resources Specialist; Julie Kolp, Finance Director; John Nehls, Mechanic III-Lead; Jennifer Welch, Correctional Officer; Kendelle Bowe, Correctional Officer; Matthew Bublitz, Correctional Officer; Nicholas Hraban, Correctional Officer; David Dorn, AFSCME Council 40 Staff Representative.

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Maly asked if anyone present had any public comments. Bublitz reiterated the concerns he expressed at previous meetings regarding 2014 health insurance costs to be paid by employees, and asked that the Committee give serious consideration to the option that Dorn suggested in his letter to County Board members. He read an email he received from Stacy Ronge, Correctional Officer, which shared her concerns about the hardship the health insurance deductible plan, will have on her personal finances and asked that the Committee consider Dorn's suggestion that the County put money into the employee's flexible spending accounts. Hraban introduced his children, Maverick and Lacy, to the Committee and asked that the Committee remember that the additional costs of the health insurance deductible plan not only affect the employees but also their families. He also asked that the Committee consider Dorn's suggestion. Welch addressed the Committee regarding the fact that she has a daughter in college in the southern part of the state and that the deductible plan will increase the already high cost she incurs because of her daughter seeking medical treatment outside of Dodge County. She also asked that the County look at helping the employees by considering Dorn's suggestion. Dorn addressed the Committee by stating that he understands that we are all in this together. However, he feels that the employees should not feel the entire burden of the increased costs. He stated employees would see a reduction in their take home pay of 14.7 % to 18%. He stated he understands that none of the people in the room created this, but hoped that the County would consider his suggestion to add money to the employee's flexible spending accounts to help offset the deductibles employees will now have to pay. Bowe addressed the Committee regarding her own financial

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 11/05/13

concerns with the added deductible plan. She stated that a little help to employees would go a long way.

Motion by Ballweg to approve the minutes of the October 15, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Bernie Mueller addressed the Committee regarding a request to donate sick time for an employee of her department who has been out of work due to a serious health condition since June of 2013. She stated that this employee received long-term disability payments; however, the long-term disability insurance provider stopped the payments on October 23, 2013. The employee is in the process of appealing that decision. She stated that in the meantime this employee would have no income. Mueller stated that at this time it is unknown when she will return to work. Eske indicated her current leave of absence is through December 11, 2013.

Motion by Greshay to approve the donation of sick time under the established guidelines and provided it does not establish a practice or precedent. Second by Marsik. Motion carried.

Susan Mueller informed the Committee that the Information Technology Committee approved the Administrative Policy for Social Media. She distributed a copy to Committee members. Maly indicated she was very happy with the policy and thanked Mueller for her work. Mueller indicated it was a joint effort with the Social Media Advisory Committee. Rains indicated that this policy is for those employees whose duty it is to make additions/changes to information on the County's social media sites. He indicated that there is an employee policy in the handbook, which addresses employee's own use of social media. The Committee thanked Mueller for informing them of the policy and allowing them to review it.

Rains gave the Committee an update on the progress of the Performance Reviews. He stated that the employee PowerPoint went out to Department Heads and that he has been getting good feedback. He stated that he and Eske are going to the Courts to assist with their employee presentations. He also indicated that he added the employee PowerPoint to the Human Resources Department web page so employees will be able to access it from there. He indicated the first employee evaluations will be due in December for the employees whose step increase dates are in January. Marsik asked if there is an audit policy. Rains indicated that the current procedure requires the Department Head to discuss with Mielke any overall ratings of 0-Unacceptable or 4-Exceptional. Rains stated that as he has done in the past, he will be reviewing all of the performance evaluations, and he will discuss with the Department Head if errors or issues are discovered.

Field addressed the Committee with a recommendation to start two new Utility II/Truck Drives at step 5 of grade 3; \$16.42/hour. He stated he recently hired two other new employees at this wage. He stated that these candidates come with experience and he felt this was a fair starting wage. Field stated that his top candidate turned down his offer due to the starting wage. Ballweg asked if the Department Heads find they are having difficulties with hiring new employees at the wages in the current grade and asked what the steps are to have the grade reviewed. Frohling indicated that it is a matter of hiring someone with experience, who can walk in and do the job or hiring someone with no experience and training them.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 11/05/13

Motion by Marsik to approve the recommendation as presented. Second by Frohling.
Motion carried.

Rains informed the Committee that he and Schultz talked with the UnitedHealthcare, the third party administrator of the County's Flexible Spending Benefit, regarding the suggestion that the County put money into the employee's flexible spending account. He explained that the administrator indicated this was possible. However, the County would have to put money into all employee accounts for all employees that are eligible for the health insurance whether or not the employee is currently on the County's Health Insurance and whether or not the employee signs up for a flexible spending account. Rains stated that if the County were to contribute \$100 for each employee as described above, the estimate would be an additional cost of \$90,000. Mielke stated this would amount to an additional \$0.02 on the tax levy. Greshay indicated he would like to do something for the employees of the County as this is the first year with a deductible. He would like to help with their additional costs. Mielke reminded the Committee that employees will be able to use the debit card for their flexible spending accounts; which would not be money out of their pocket immediately but taken out over the twenty-six (26) pay periods. The Committee held a lengthy discussion regarding other alternatives and pros and cons to putting money into employee's flexible spending accounts. Greshay indicated that he would most likely make a motion on the County Board floor to amend the budget to either: a) put money into the employee's flexible spending account or b) give employees a onetime lump sum of \$100 for family coverage and \$50 for single coverage. Ballweg indicated he would likely second the motion.

The Committee reviewed the Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Marsik. Motion carried.

Leave of Absence: Rains presented a request from an employee of the Sheriff's Department for a County Unpaid Medical Leave of Absence due to his own serious health condition. He explained that this employee did not work enough hours in the previous year to qualify for FMLA leave.

Motion by Greshay to approve the leave as presented. Second by Frohling. Motion carried.

An employee of the Sheriff's Department – Jail Division, for a County Provided Unpaid Medical Leave of Absence for self from 11-11-13 to 11-15-13.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: Justin R. Kontny, Traffic Patrol Officer, Sheriff's Department – Patrol Div. at \$25.93, Pay Grade SSU04, Step 2M06 effective 12-24-13; Duane L. Olbinski, Traffic Patrol Officer, Sheriff's Department – Patrol Div. at \$26.35, Pay Grade SSU04, Step 3M18 effective 12-20-13; Brian H. Severson, Traffic Patrol Officer, Sheriff's Department – Patrol Div. at \$25.93, Pay Grade SSU04, Step 2M06 effective 12-11-13; NEW HIRE: None. RE-HIRE: None. LIMITED

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 11/05/13

TERM/SEASONAL: None. RECLASSIFICATION: None. STEP INCREASE: None.
NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a. Disciplinary Actions: Nothing to report.
- b. Grievances and Arbitrations: Rains informed the Committee that a terminated employee of Clearview appealed the termination through Step 2 in the grievance procedure, the step where the matter is reviewed by the County Administrator. During the meeting with Mielke, he asked the employee for an explanation as to why she did not make every effort to sign the grievance she submitted via email. Mielke indicated that she did not demonstrate an adequate response as to why she only sent an email and did not sign the actual grievance. Mielke dismissed her appeal on the basis that she did not follow the grievance procedure, as she did not submit a signed grievance.
- c. Worker's Compensation: Nothing to report.

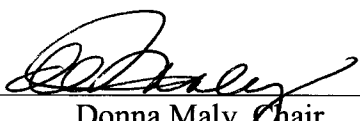
Future Agenda Items: None.

Future Meeting Dates and Times:

November 19, 2013 and December 3, 2013 at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:40 a.m.


Richard Greshay, Secretary


Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.